

**CITY OF INVERNESS
COMMUNITY DEVELOPMENT
212 W MAIN STREET
INVERNESS, FL 34450
352-726-3401
www.inverness-fl.gov**

SIGN PERMIT APPLICATION CHECKLIST

- Proof of ownership of property where the sign is being placed.
- Owners affidavit signed by property owner giving permission for Sign Company to pull permit and do work.
- Copy of contract.
- Recorded Notice of Commencement if valuation is over \$2500.00.
- Completed permit application.
- Three sets of site plans showing all existing structures on property and proposed sign locations. Show setbacks if signs are free-standing.
- Three sets of sign plans showing the wording and dimensions and show the
- Construction material of the signs; along with the method of fastening signs to structures. Signs must meet the Florida Building Code wind requirements.
- Three sets of building elevations and if placing wall signs with dimensions of front of the building facing road (height and width)
- If it's a free-standing sign, submit appropriate engineering plans (three sets).
If replacing a sign (face only) submit wind requirements with permit application.
- If the sign is in the Central Business District or on a historic building, sign must be approved by the AARC before permitting.

NOTE: Your permit application will not be processed if any of the items listed above are incomplete or missing.

****PERMIT IS REQUIRED FOR ALL SIGN WORK.**

****ALL NEW SIGNS REQUIRE SEALED ENGINEERING & UL LISTING**